

4 MAY 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Supergrade and SPS Ceiling - Survey of SG Positions

25X1A9a We are revising our draft letter to BOB on this subject in accordance with instructions received from Mr. Bannerman as a result of FBPC consideration of our staff study. Also, following discussion with Mr. Bannerman, we have instructed [REDACTED] to proceed with his review of current SG requirements.

2. Recruitment Brochure

A special "Addendum" is being inserted in brochures for temporary use which updates the identification of the Director and Deputy Director of Central Intelligence. We are also working on appropriate updating changes on the covers.

3. National Civil Service League Award to Mr. Helms

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Concurrent with the official announcement of the 1965 winners, NSCL held a lunch for agency representatives to review plans for the award banquet on 19 May. [REDACTED] and [REDACTED] attended from CIA.

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Information concerning the banquet has been disseminated in the Agency through a "Ticket Sales Committee" comprised of representatives of each major component. Although it is too early for any "returns" as yet, we expect a substantial Agency representation at the banquet.

4. Personnel Officers Conference

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We are developing plans for a 2-day Personnel Officers conference at [REDACTED] in June. As soon as our own ideas are a little more definite, I would like to discuss this with you.

5. Music for File Room

Following your informal approval of our proposal to provide background music to improve working conditions in our file room, we have obtained the assistance and cooperation of the Office of Communications in selecting and installing suitable equipment. It is estimated that equipment costs will be \$200.

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6. Early Retirement

The Director has approved proposed [REDACTED] and the regulation was forwarded to the Regulations Control Staff 30 April 1965 to be processed for printing and distribution.

The next publication is an Employee Bulletin describing the CIA Retirement System and, upon recommendation of the Board, the Civil Service

NO CHANGE IN CLASS. ☐

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NEXT REVIEW DATE:

DATE: 16/03/82

REVIEWER: 01899 5



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Retirement System as well. The Board has reviewed a first draft of this Bulletin and a revised version is on the agenda for their next meeting, 6 May 1965.

Rosters of employees age 50 and over with at least ten years of service have been forwarded to the Heads of Career Service for screening. The Personnel Career Service has been the first to forward its formal recommendations.

Considerable progress has been made by the CIA Retirement Board in reaching common understanding of the provisions of the regulation, particularly as they relate to the designation of participants and the definition of qualifying duty.

Of particular importance are the interpretations made on the following points:

a. Should an employee who has already earned a civil service annuity (i.e., age 60 with 30 years of service or age 62 with 5 or more years of service) be designated a participant in the CIA system if otherwise qualified? The Board has concluded that a vested entitlement to a civil service annuity should be no bar to nominating such individuals for designation.

b. Is designation as a participant optional with the employee? The Board has concluded that it was not intended that designation be optional; consequently, there is no need for an employee to "apply" for designation. However, it was noted that an employee who did not wish to be designated had a right to a hearing before the Board and, if designated notwithstanding his reasons for staying out of the system, the right of appeal to the Director. Further, as noted below, a participant with 15 years of Agency service may elect not to remain a participant.

c. Is the option of a participant with 15 years of Agency service to remain a participant for the duration of his employment with the Agency (1) a two-way choice and is it (2) one he may exercise at any time after the fifteenth year? The Board has concluded that (1) the participant may elect to remain or to be taken out of the System but that (2) he has but one opportunity to make his decision and that is upon completion of 15 years of Agency service. However, the Board agreed that a participant who at the time of retirement would be entitled to a larger annuity under some other retirement system (civil service being the only example) should be given the opportunity to request transfer to the other system. (Such cases would usually be those in which the individual had more than 35 years service -- the maximum on which a CIA annuity is based. The maximum under civil service is 41 years 11 months and deductions for service in excess of that limit are considered voluntary contributions. The breakeven point is about 36 years 9 months.)

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d. Is all overseas service "qualifying service?" The Board agreed that generally this would be the case but that some latitude should be retained to rule out overseas service which might clearly be inappropriate.

7. White House Details

a. The non-reimbursable detail of [REDACTED] to the Office of the Vice President was approved by the Executive Director and [REDACTED] has entered on duty as secretary to [REDACTED]

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b. The Civil Service Commission has requested our assistance in providing the name of a well-qualified secretary to be placed on a "small but select" list of secretaries to be used in filling top-level White House positions. Since the secretaries on this list must be fully cleared, the Commission is canvassing only a few agencies -- CIA, Navy, State and Army were mentioned specifically. We have not yet identified any candidates for this requirement but have two possibilities under review.

c. Arrangements have been made for the reimbursable detail of two Clerk-Typists from OCI to the National Security Council. These details will be effected as soon as replacements are available to OCI (probably during the week of 3 May).

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d. Details of clericals [REDACTED] to the White House have been extended for 90 days and [REDACTED] detail for 60 days.

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8. Physical Fitness Room

Beginning Tuesday, 4 May, the room will be available to female employees at specified hours on Tuesdays and Thursdays. We will continue to keep records of use of the room and report the extent to which female employees are using this facility.

The amount of \$829.52 has been credited to the Office of Personnel from fees paid for use of the room as partial reimbursement for the services of the attendants.

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10. "EOD Processing" of Admiral Raborn and Mr. Helms

The oaths of office for Admiral Raborn and Mr. Helms have been received from the White House Personnel Office. Presidential appointment actions have been processed through Agency records.

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25X1A9a As you know, [REDACTED] has briefed Admiral Raborn on insurance, Credit Union, and EAA and his applications have been processed. An outstanding requirement is to obtain his Federal and State tax-withholding forms. He may, however, wish to defer on these until selecting his permanent residence (i.e., State tax) and until the questions regarding his receipt of both civilian salary and retired pay are resolved.

We have drafted a letter to the Navy Retired Pay Center officially advising them that Admiral Raborn assumed office at noon, 28 April 1965. However, after discussion with Mr. Houston who expects the retired pay question to be resolved in a few days, we are deferring until we can be more specific about the amounts to be paid by the Agency.

Regarding Mr. Helms, we have drafted a memorandum for him on the disposition of his annual and sick leave but have referred it to OGC and Finance for concurrence. There is no question but that his leave will be held in abeyance, and it appears that he will be entitled to a lump sum payment for his annual leave (at his DEP salary rate) upon separation from the service.

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12. Court Case - FEGLI Payment

The Chief, BSD is scheduled to appear as a witness for the government in a hearing on Monday, 3 May 1965 in a claim for the FEGLI of a retired Agency employee which was paid to the employee's daughter (of a prior marriage) rather than to his widow, also an Agency employee.

At the time of [REDACTED] retirement, any designation of FEGLI beneficiary filed prior to retirement became null and void upon

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